

**OTTAWA COUNTY COMMUNITY
ACTION AGENCY ADVISORY BOARD**

Mission Statement: Ottawa County Community Action Agency aims to reduce the effects of financial hardships by promoting self-sufficiency and empowering individuals and families to achieve economic independence.

MEETING MINUTES

DATE: April 15, 2026

TIME: 10:00 am

LOCATION: 12251 James Street, Holland

PRESENT: Molly Brouwer, Nathan Slauer, Gabrielle Dunai, Britney Brown, Esther Fifelski, Danielle Weeks

STAFF: Jennifer Brozowski, Kerri Mammoser, Barb Koning, Megan Kwantes, Emma Bryant

QUORUM: Yes

Call to Order

The meeting was called to order by Jennifer Brozowski.

Announcements

- A. The County audit is available on the County website. This is the link:
<https://miottawa.org/fiscal-services/audits/> There were no findings this year.

Consent Items

- A. Meeting minutes from February 18, 2025, were approved.

Reports

- A. Finance (OS 8.7)
- a. The financial report was included in the board packet.
 - b. The fiscal year is half completed.
 - c. Weatherization grants are underspent but are expected to spend out.
 - d. TEFAP funds have been received.
- B. Program Oversight and Development Reports (OS 5.9)
- a. Reports were provided in the board packet.
 - b. A question was raised about when a client can come for utility assistance.
Typically, clients are sent to MDHHS first for state emergency relief funds.

C. Advisory Board

- a. Britney Brown has been approved for her 2nd term on the advisory board.

Old Business

- A. The 2026 Walk for Warmth was held Friday, February 20. The current total raised from the event is \$17,976.02. A few donations are still coming in. Walk for Warmth for 2027 is being held Saturday, February 20, at 8:30 am at EV Construction. The event in 2027 will be going back to “basics” with coffee and donuts being served. One suggestion was to recruit “teams” from area businesses to attend.
- B. The OCCAA advisory board bylaws were reviewed by County Corporate Counsel. There were suggestions made for revisions. One of the revisions would be to have OCCAA be part of the interview process for new board members. This is currently done by the appointment and alignment committee of the Board of Commissioners. Jen is waiting for feedback from the County administrator on the changes to the bylaws.

New Business

- A. The annual report for FY25 was provided in the packet. It included the progress on the strategic plan. One of the goals for the strategic plan was a rebranding of the agency. The report features the new OCCAA logo and tag line in alignment with that goal. OCCAA has increased area outreach and is working on forming partnerships with area businesses. Jen asked for volunteers to participate in the next round of strategic planning.
- B. Customer satisfaction data was presented to the board. Overall, OCCAA has received positive feedback from the community. There are revisions being made to the survey that will include questions about access to services and likeliness to refer others to OCCAA. A question will be added about how a client found OCCAA – friend, another agency, internet, etc.

Discussion

- A. The FY27 budget information has been released. A link was provided to that information. The budget from the White House includes cuts to CSBG, IJJA or BIL and LIHEAP. IJJA or BIL and LIHEAP are part of the weatherization program. This is very similar to the FY26 budget that was presented a year ago. The CAA network was able to overcome those cuts last year and are hopeful this will be the case for FY27 as well.

Public Comment - None

Adjournment at 10:54 am

Next meeting is scheduled June 17, 2026, at 10:00 am at 12251 James Street in the main conference room.